

SECTION L – HOURS OF WORK, OVERTIME, PAY, AND TIME REPORTING

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Policy - Section L - Hours of Work, Overtime, Pay, and Time Reporting

I. Hours of Work

I.1. Workweek Definitions

I.1.1. Calendar Day

A calendar day is the 24-hour period from one midnight to the next.

I.1.2. Calendar Week

A calendar week extends from 12:01 a.m. Sunday to midnight the following Saturday.

I.1.3. Workweek

A workweek is seven consecutive 24-hour periods.

I.1.3.1. Standard Laboratory Workweek

The standard Laboratory workweek begins at 12:01 A.M. Sunday and ends at midnight the following Saturday.

I.1.3.2. Firefighter Work Period

Laboratory firefighters who are not assigned to a standard 40-hour workweek work 212 hours over a 28-day work period, in accordance with Section 7(k) of the Fair Labor Standards Act. The normal workday for a firefighter assigned to this work period is twenty-four hours.

I.1.3.2.1. Firefighter Calendar Week Hours

The normal average hours firefighters work in a calendar week is fifty-six, but hours scheduled in a calendar week can range from 48 to 72. Fill-in shifts or other unscheduled overtime necessary to maintain fire protection is allowable. Work of more than forty-eight hours beyond a firefighter's scheduled hours in a calendar week requires prior approval.

I.1.3.3. Alternate Workweek for Limited-Time Employees on 9/80 Work Schedule

The workweek for a limited-time (biweekly-paid) employee assigned to a 9/80 Work Schedule ([Section L.I.4](#)) begins at midday on Friday and ends at midday the following Friday. "Midday" is the point in time on Friday at which four of the employee's scheduled eight hours have been worked.

I.1.3.4. Extended Workweek Schedule (see Procedure L.I.1.3.4)

Any full time employee may be assigned to an extended workweek schedule to meet extraordinary business needs. An extended workweek schedule is a non-permanent work schedule planned by management in advance, in which scheduled work hours are anticipated to meet or exceed a minimum of 56 hours in each workweek for a minimum of five (5) consecutive weeks.

An ongoing extended workweek schedule in excess of fifty-six (56) hours per week for more than five (5) consecutive workweeks may be approved in unusual circumstances, such as, but not limited to, special assignments at remote locations. An employee should

not be assigned to an Extended Workweek Schedule and an Alternate Work Schedule at the same time (see Section L.I.2.4.).

a. Limited-Time Employees

The Associate Director is authorized to approve Extended Workweek Schedules for limited-time employees consistent with this policy. Limited-time employees receive pay for hours worked during Extended Workweek Schedules in accordance with Section L. II.2.1. Pay for Overtime - Limited-Time (Biweekly-Paid) Employees (Except Firefighters)

b. Unlimited-Time Employees

Extended Workweek Schedules for unlimited-time employees require prior approval in accordance with Section L.I.1.3.4 Procedure – Approval for Assignment to and Payment for Extended Workweek Schedule – Unlimited-Time Employees . Approvals normally do not exceed six (6) months at a time. See also [Section L.II.2.5](#) . b. Pay for Extended Workweek Schedule – Unlimited-Time Employees .

I.2. Work Schedule Definitions

A work schedule is the daily, weekly, or monthly hours that an employee is assigned to work.

I.2.1. Work Schedule Approvals

Work schedules are established by the cognizant Associate Director and/or the Department Head/Division Leader to meet work requirements. A cognizant Associate Director, Department Head or Division Leader is one with responsibility to ensure that directorate, department, or division work requirements are met.

I.2.2. Standard Work Schedules

I.2.2.1 Standard Laboratory Work Schedule – Full-Time Employees

The Standard Laboratory Work Schedule for full-time employees is five 8-hour work days during a calendar week. The normal daily schedule is 8:00 a.m. to 4:45 p.m., Monday through Friday, with a daily lunch period of forty-five minutes ([see Section L.I.8.1. Meal Periods](#)). Regular duty days may be established on Saturday and Sunday when necessary to achieve business objectives. If a one-hour lunch period is taken, the work day begins 15 minutes earlier (7:45 a.m.) or ends 15 minutes later (5:00 p.m.). The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5](#)), Flextime ([Section L.I.5](#).) and Occasional Reschedule – Limited-Time Employees ([Section L.I.6](#)), in accordance with the terms of those policies, for full-time employees on a Standard Laboratory Work Schedule.

I.2.2.2. Standard Laboratory Work Schedule – Part-Time Employees

The Standard Laboratory Work Schedule for part-time employees consists of the number of 8-hour days each workweek that corresponds to their employment percentage (for example, 60% is three 8-hour days per week) or the number of hours each workday that corresponds to their employment percentage (for example, 60% is approximately 5 hours each day). The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5.](#)), Flextime ([Section L.I.5.](#)), and Occasional Reschedule – Limited-Time Employees ([Section L.I.6.](#)) in accordance with the terms of those policies for part-time employees on a Standard Laboratory Work Schedule.

I.2.2.3. Flexible Work Schedules

I.2.2.3.1. Full-Time Employees (Flexible 5/40)

a. Limited-Time (Biweekly-Paid) Employees

A Flexible 5/40 Work Schedule for a full-time limited-time employee is one in which the employee works a minimum of 40 hours over the five calendar days beginning Monday and ending Friday during a Standard Laboratory Workweek ([Section L.I.1.3.1.](#)). Regular duty days may be established on Saturday and Sunday when necessary to achieve business objectives. Limited-time employees assigned to a Flexible 5/40 Work Schedule must report to their Laboratory work site and perform work (or charge leave) on each of their 5 work days, but the hours scheduled per day may be more or less than 8, in addition to a lunch period, so long as 40 hours are scheduled to be worked over the five-day period. The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5.](#)), Flextime ([Section L.I.5.](#)), and Occasional Reschedule - Limited-Time Employees ([Section L.I.6.](#)) in accordance with the terms of these policies for limited-time employees on a Flexible 5/40 Work Schedule. [See also Section L.I.8.1.](#) Meal Periods.

a. Unlimited-Time (Monthly-Paid) Employees

A Flexible 5/40 Work Schedule for full-time unlimited-time employees is normally considered to be 40 hours; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Unlimited-time employees assigned to a Flexible 5/40 Work Schedule report to their Laboratory work site and perform work (or charge leave) on each of the 5 calendar days beginning Monday and ending Friday, and, over the course of each calendar month, account for 100% of the working hours of the month through effort reporting. Regular duty days may be established on Saturday and Sunday when necessary to achieve business objectives. [See also Section L.I.9.3.](#) The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5.](#)) and Flextime ([Section L.I.5.](#)) for unlimited-time employees on a Flexible 5/40 Work Schedule in accordance with the terms of those policies.

I.2.2.3.2. Part-Time Employees

a. Part-Time Limited-Time Employees

A flexible work schedule for part-time limited-time employees is one in which the employee works the number of hours corresponding to their employment percentage over the 5-day period Monday through Friday during a Standard Laboratory Workweek ([Section L.I.1.3.1](#)). Regular duty days may be established on Saturday and Sunday when necessary to achieve business objectives. The hours scheduled per day may be more or less than 8, in addition to a meal period ([see Section L.I.8.1](#)). Work need not be performed (or leave charged) on each of the five days. For example, a 75% time employee may be scheduled to work three 10-hour days, a 90% time employee four 9-hour days. The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5.](#)), Flextime ([Section L.I.5.](#)), and Occasional Reschedule – Limited-Time Employees ([Section L.I.6.](#)) for part-time limited-time employees on a Flexible Work Schedule in accordance with the terms of those policies.

b. Part-Time Unlimited-Time Employees

A flexible work schedule for part-time unlimited-time employees is one in which the employee accounts through effort reporting for 100% of the hours corresponding to their employment percentage over the course of the work month. The hours scheduled per workday during the Standard Laboratory Workweek ([Section L.I.1.3.1](#)) may be more or less than 8, in addition to a meal period. Work need not be performed (or leave charged) on each of the five calendar days, Monday through Friday. Regular duty days may be established on Saturday and Sunday when necessary to achieve business objectives. The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.2.2.5.](#)) and Flextime ([Section L.I.5.](#)) for part-time unlimited-time employees on a Flexible Work Schedule in accordance with the terms of those policies.

I.2.2.4. Half-Day Defined – Unlimited-Time Employees

For the purposes of charging leave by full-time unlimited-time (monthly paid) employees assigned to the Standard Laboratory Work Schedule or to a Flexible 5/40 Work Schedule, one-half day is 4 hours.

I.2.2.5. Temporary Schedule Change

The cognizant supervisor and/or Department Head/Division Leader may approve a temporary change in the assigned daily start and stop times, assigned daily hours, and assigned days of work for employees assigned to a Standard Laboratory Work Schedule ([Section L.I.2.2.1](#) and [L.I.2.2.2.](#)) or to a Flexible Work Schedule ([Section L.I.2.2.3.](#)).

I.2.3. Shift Schedules

I.2.3.1. Swing Shift

A swing shift is a work schedule in which more than half of the work hours are worked after 4:00 p.m.

I.2.3.2. Owl Shift

An owl shift is a work schedule in which more than half of the work hours are worked before 8:00 a.m.

I.2.4. Alternate Work Schedules

Alternate work schedules approved for use at the Laboratory are 4/10s ([Section L.I.3.](#)) and 9/80s ([Section L.I.4.](#)).

I.2.4.1. Assignment to Alternate Work Schedule

The cognizant Associate Director may assign any full-time employee or group of full-time employees to an alternate work schedule.

I.2.4.2. Request for Assignment Into or Out of Alternate Work Schedule

Any full-time employee may request to be assigned to an alternate work schedule or to move out of an alternate work schedule to which they have been assigned.

I.2.4.3. Approval of Request for Assignment Into or Out of Alternate Work Schedule

Approval of an employee's request for assignment into or out of an alternate work schedule is within the discretion of the cognizant Associate Director. Denial of the employee's request is not subject to [Section H - Grievances and Administrative Review.](#)

I.2.4.4. Start Dates for Alternate work Schedules

The cognizant Associate Director may approve assignment of full-time employees to alternate work schedules for six-month periods commencing in October and April of each year. Once an employee has been approved for an alternate work schedule, the employee must remain in the schedule until the next start date, unless extenuating circumstances requiring an immediate change are demonstrated to the satisfaction of the Associate Director.

I.3. 4/10 Work Schedule

I.3.1. Defined

A 4/10 Work Schedule is comprised of four calendar days per Standard Laboratory Workweek ([Section L.I.1.3.1.](#)), with ten scheduled work hours per workday and a lunch period of at least one-half hour. The cognizant Department Head/Division Leader and/or

supervisor may approve a Temporary Schedule Change ([Section L.I.3.5.](#)), Flextime ([Section L.I.5.](#)), and Occasional Reschedule – Limited-Time Employees ([Section L.I.6.](#)), in accordance with the terms of those policies, for employees on a 4/10 Work Schedule.

I.3.2. Approval

The cognizant Associate Director may approve a 4/10 Work Schedule for all full-time employees in an organizational unit or for an individual full-time employee.

I.3.3. Example Showing Lunch Period

As an example, an employee on a 4/10 Work Schedule may be scheduled to work from 8 A.M. to 6:30 P.M., Monday through Thursday, with a daily lunch period of one-half hour. If a lunch period of 45 minutes or one-hour is taken, the schedule would be 8 A.M. to 6:45 P.M. or 8 A.M. to 7 P.M., respectively.

I.3.4. Half-Day Defined – Unlimited-Time Employees

For the purposes of charging leave by full-time unlimited-time (monthly paid) employees assigned to a 4/10 Work Schedule, one-half day is 5 hours.

I.3.5. Temporary Schedule Change

The cognizant supervisor and/or Department Head/Division Leader may approve a temporary change in the assigned daily start and stop times and the assigned days of work for employees assigned to 4/10 Work Schedules ([Section L.I.3.](#)).

I.3.6. Full Day Absences for Sick Leave or Vacation

Employees assigned to a 4/10 Work Schedule must charge 10 hours to accrued leave for full day absences due to vacation or sick leave.

I.3.7. Holidays

The effect of a 4/10 Work Schedule on compensable holidays is described in [Section G.I.1.2.](#)

I.4. 9/80 Work Schedule

I.4.1. Defined

Workweek for Limited-Time Employees. A 9/80 Work Schedule for limited-time employees is based on an alternate workweek beginning and ending at midday on Friday ([see Section L.I.3.3.](#)). Actual scheduling for a limited-time employee's 9/80 Work Schedule covers a two calendar week period.

Two-Week Schedule. A 9/80 Work Schedule is comprised of a two-calendar week period. During the first calendar week, employees work 9-hour days Monday through Thursday and 8 hours on Friday. During the second calendar week, employees work 9-hour days Monday through Thursday and have Friday off. The 8-hour day and the day off must be Fridays. The cognizant Department Head/Division Leader and/or supervisor may approve a Temporary Schedule Change ([Section L.I.4.5.](#)), Flextime ([Section L.I.5.](#)), and Occasional Reschedule – Limited-Time Employees ([Section L.I.6.](#)) in accordance with the terms of those policies for employees on a 9/80 Work Schedule.

I.4.2. Approval

The cognizant Associate Director may approve a 9/80 Work Schedule for all full-time employees in an organizational unit or for an individual full-time employee, *except that* employees who are normally assigned to swing or owl shift, employees who have a regular duty day on Saturday or Sunday, and firefighters cannot be assigned to a 9/80 Work Schedule.

I.4.3. Example Showing Lunch Period

As an example, an employee on a 9/80 Work Schedule may be scheduled to work Monday through Thursday from 8 A.M to 5:30 P.M., with a daily lunch period of one-half hour. If a lunch period of 45 minutes or one-hour is taken, the schedule for the 9-hour day would be 8 A.M. to 5:45 P.M or 8 A.M. to 6 P.M., respectively. A standard 8 A.M. – 4:45 P.M. workday may be assigned for the work Friday, inclusive of a 45-minute lunch period.

I.4.4. Half-Day Defined – Unlimited-Time Employees

For the purposes of charging leave by fulltime unlimited-time (monthly paid) employees assigned to a 9/80 Work Schedule, one-half day is 4.5 hours on the 9-hour days and 4 hours on the work Friday.

I.4.5. Temporary Schedule Change

The cognizant supervisor and/or Department Head/Division Leader may approve a temporary change in the assigned daily start and stop times for employees assigned to 9/80 Work Schedules ([see Section L.I.4.](#)). The workdays of the 9/80 Work Schedule cannot be changed on a temporary basis, *except that* a supervisor may require an employee to forego their regular Friday off in order to address staffing or business needs.

I.4.6. Full Day Absences for Sick Leave or Vacation

Employees assigned to a 9/80 Work Schedule must charge 9 hours to accrued leave for full day absences due to vacation or sick leave that occur on their 9-hour work days and 8 hours for full day absences that occur on their 8-hour work days.

I.4.7. Holidays

The effect of a 9/80 Work Schedule on compensable holidays is described in [Section G.I.1.2.](#)

I.5. Flextime

When operationally and programmatically feasible, the cognizant Department Head/Division Leader may approve flextime (flexibility within full-time and part-time employees' assigned daily start and stop times) consistent with the needs of the department/division and the requirements of the employee's position.

I.6. Occasional Reschedule

I.6.1. Limited-Time (Biweekly-Paid) Employees

a. Personal Reschedule

With the prior approval of the cognizant supervisor, a limited-time employee may be permitted an absence of up to one-half day per workweek without the absence being charged to accrued or unpaid leave, provided the employee makes up the time during the same workweek. For limited-time employees assigned to a 9/80 Work Schedule, the time must be made up before midday on Friday. [See Section L.I.1.3.3.](#)

b. Holiday Reschedule

With the prior approval of the cognizant supervisor, a limited-time employee assigned to a 4/10 or 9/80 work schedule may be permitted to make up during the same workweek (see [Section L.I.1.3.1.](#) and [L.I.1.3.3.](#)) the hours normally scheduled for the workday on which the holiday falls that exceed the 8 paid holiday hours. For limited-time employees assigned to a 9/80 Work Schedule, the time must be made up before midday on Friday. [See Section L.I.1.3.3.](#)

I.6.2. Unlimited-Time (Monthly-Paid) Employees

See Temporary Schedule Change, Section [L.I.2.2.5](#) for Standard Laboratory Work Schedules; [Section L.I.2.2.5](#) for Flexible Work Schedules; [Section L.I.3.5](#) for 4/10 Work Schedules; and Section [L.I.4.5](#) for 9/80 Work Schedules.

I.7. Telecommuting

I.7.1. Limited-Time (Biweekly-Paid) Employees

In unusual circumstances, when approved in advance by the cognizant Department Head/Division Leader, limited-time employees may be assigned to perform occasional work from home or other alternate work location on an ad hoc or intermittent basis,

provided the employee is able to adequately perform assigned duties from the alternate location. Limited-time employees should not be assigned to perform work from home or other alternate work location on a regular part-time or full-time basis.

I.7.2. Unlimited-Time (Monthly-Paid) Employees ([See Procedure I.7.](#))

When operationally and programmatically feasible, and when mutually beneficial to the employee and the Laboratory, telecommuting may be approved for unlimited-time employees in accordance with this policy and the Telecommuting Procedure.

I.7.2.1. Intermittent or Ad Hoc Telecommuting

When requested in advance by the unlimited-time employee, the cognizant Department Head/Division Leader may approve intermittent or ad hoc work at home or other alternate location.

I.7.2.2. Regular Part-Time or Full-Time Telecommuting

In limited circumstances, an unlimited-time employee may be approved by the cognizant Associate Director for regular part-time or full-time work at home or other alternate location for a defined period not to exceed one (1) year, provided the conditions described in Part A of the Telecommuting Procedure are met and provided those conditions are documented in the form of the [Laboratory Work-at-Home/Telecommuting Agreement](#) identified in Part B of the Telecommuting Procedure. This approval authority may be delegated one management level. Special restrictions apply for employees working in the DC area (see DOE O 350.2A at <http://www.directives.doe.gov/forms/index.html>). Travel costs between a telecommuting employee's home office and Lawrence Livermore National Laboratory are not reimbursable under a Telecommuting Agreement. When the Work-at-Home/Alternate Work Location Agreement expires, a new written Agreement is required to extend the telecommuting arrangement.

I.7.2.2.1. Telecommuting-Procedure

When operationally and programmatically feasible, and when mutually beneficial to the employee and the Laboratory, the Associate Director may approve regular part-time or full-time telecommuting for unlimited-time employees in accordance with both [Section L.I.7.2.2.](#) and this Procedure. Approval authority may be delegated one management level.

Regular part-time or full-time telecommuting cannot be approved unless the conditions described in Part A below are met, are written down in the form of [Laboratory Work-at-Home/Telecommuting Agreement](#) identified in Part B, and are assigned and dated by the Associate Director or designee and the employee. Copies of the signed agreements shall be retained centrally at the directorate office.

A. Conditions

When an employee is assigned to work at home or another location, the following conditions apply:

1. The arrangement must be entirely voluntary and may be terminated by the employee or LLNL at any time and for any reason, upon reasonable notice, preferably thirty (30) days.
2. The arrangement must be for a defined period not to exceed one (1) year.
3. Unless otherwise specified in the Telecommuting Agreement, all duties, obligations, terms, and conditions of the employee's employment with LLNL remain unchanged.
4. Unless otherwise specified in the Telecommuting Agreement, all Laboratory policies and procedures including those pertaining to employment, employee conduct, security, performance of duties, performance appraisals, ranking, and salary management, work hours, scheduling and compensation continue to apply.
5. Because this agreement establishes that the employee will be accessing LLNL networks from off-site on a frequent basis, Computer Security Operations (CSO) strongly recommends that the employee use LLNL-owned computer equipment for telecommuting. The use of equipment and supplies provided by LLNL is limited strictly to the employee and solely for purposes relating to unclassified Laboratory business. Such use must comply with LLNL Property Management policies and procedures and with the Laboratory's Unclassified Computer Security Policies, including
 - a. CSO Policy 2021: Accessing the LLNL Restricted Open (Yellow) Network from the Internet, and
 - b. CSO Policy 2023 – Incidental Personal Use of Unclassified Information Technology Resources.
6. The Associate Director must approve an employee's use of personally owned equipment for telecommuting. This authority may not be delegated one management level. Any such use must be done in compliance with all applicable CSP policies. An employee's use of personally owned computer equipment for telecommuting will require an [Assumption of Risk Certificate](#) - Please return to your Directorate's Administrator. LLNL will not be responsible for any damages resulting from employees' use of their own equipment.
7. The employee must designate a work space and is responsible for maintaining it in a safe condition, free from hazards and other dangers to the employee, third persons, and the equipment. The employee is responsible for implementing and maintaining ergonomic safety features in the designated work space, although LLNL will provide

ergonomic guidelines to telecommuting employees to assist them in setting up a home office. [Ergonomics at Home Policy](#) - LLNL will not be responsible for operating costs, house maintenance, (e.g., utilities) or other incidental costs associated with the use of the residence.

8. Requests to use sick leave, vacation, or other leave must be approved by the employee's supervisor in the same manner as when working at the Laboratory site.
9. Employees remain obligated to comply with all Laboratory rules, policies, practices, and instructions, especially computer security precautions normally associated with the employee's work.
10. Tax implications related to the work space at home shall be the responsibility of the employee.
11. With reasonable notice, the Laboratory may make on-site visits to the employee's home to determine that the work site is safe and free from hazards and to maintain, repair, inspect, or retrieve Laboratory owned equipment and supplies.
12. All telecommuting arrangements must be by mutual agreement between the Laboratory and employee and confirmed in writing, in accordance with the sample agreement set forth below, before work begins. A new written [agreement](#) is required to extend the telecommuting arrangement.

B. Laboratory Telecommuting Agreement

All regular telecommuting agreements must be documented in the form identified and set forth below and must be signed by the employee and the Associate Director or designee. Regular telecommuter is defined as an employee who works at home on an ongoing, regularly scheduled basis. Examples would include working from home one day per week, three days per month, etc.

LAWRENCE LIVERMORE NATIONAL LABORATORY [TELECOMMUTING AGREEMENT](#) FORM

I.8. Hours Worked for Pay Purposes – Limited-Time Employees

I.8.1. Meal Periods

Any work period of 6 continuous hours or more must provide limited-time employees with a meal period of at least one-half hour. Meal periods should be substantially duty free and are neither time worked nor time on pay status.

I.8.2. Rest Periods

Rest periods not to exceed fifteen minutes once during each work period of three hours or more, may be granted employees by the Department Head/Division Leader. This time cannot be taken at the beginning or end of a work period, or accumulated for later use. The rest period privilege may be withdrawn if abused. For limited-time (biweekly-paid) employees, rest periods are considered time worked for pay purposes.

I.8.3. Preliminary and Postliminary Activities

When the nature of the job requires a limited-time (biweekly-paid) employee to change into or out of uniform, to engage in special washing and cleaning procedures, or to perform other such duties before or after work activities at a Laboratory site at management's request, the time spent on such activities is considered time worked for pay purposes.

I.8.4. Travel Hours

Time spent by limited-time (biweekly-paid) employees on official travel outside their scheduled work hours is considered time worked, in accordance with [Section L.II.8 Pay for Travel Time – Limited-Time Employees – Procedure](#).

I.8.5. Holiday Hours

Hours worked on a holiday by limited-time employees are paid in accordance with [Section G.I.3](#). Hours allowed to limited-time employees for compensable holidays are considered hours worked for purposes of computing overtime pay in the workweek in which the holiday hours fall ([see Section L.I.1.3.1](#), and [L.I.1.3.3](#)).

I.8.6. Sick Leave and Vacation Hours

Sick leave and vacation leave hours charged by limited-time employees are not considered time worked for overtime pay purposes.

I.8.7. Leave With Pay Hours

a. Paid Leave That is Considered Time Worked. The following Leave with Pay hours provided for in [Section G.VI](#), are considered time worked for overtime pay purposes ([see Sections L.I.8](#), and [L.II.2](#)):

- Voting Time Leave
- Leave for Laboratory-required health checks
- Leave for Blood Donations
- Search and Rescue or Disaster Control Leave
- Court Leave for administrative or legal proceedings on behalf of the Laboratory or University.

b. Paid Leave That is Not Considered Time Worked. The following Leave with Pay hours provided for in [Section G.V.](#) and [G.VI.](#) are not considered time worked for the purpose of computing overtime pay:

- Military Leave
- Jury Duty
- Court Leave for administrative or legal proceedings that are not on behalf of the University
- Security Leave
- Public Emergency Leave.

I.9. Overtime Hours

I.9.1. Limited-Time Employees (Except Firefighters)

"Overtime" is time worked by a limited-time (biweekly-paid) employee, except for employees in the firefighter job series, which exceeds 40 hours in their assigned workweek. [See also Section L.II.2.1.](#) Pay for Overtime – Limited-Time Employees.

I.9.2. Firefighters

"Overtime for firefighters" assigned to the Firefighter Work Period ([Section L.I.3.2.](#)) is both time worked in excess of hours scheduled in a calendar week and time worked in excess of the Firefighter Work Period. See also Section [L.II.2.2.](#) Firefighter Overtime.

I.9.3. Unlimited-Time (Monthly-Paid) Employees

Full-time unlimited-time employees are expected to work, over the course of the month, the minimum amount of time corresponding to their employment percentage and to work in excess of that minimum whenever necessary to meet the responsibilities of their position. Unlimited-time employees are not eligible for overtime pay or for compensatory time off for time worked in excess of their employment percentage, but are eligible for extra pay when on an approved Extended Workweek ([see Section L.II.2.5.](#)). In limited circumstances, unlimited-time Indefinite Career and Flexible Term employees may be granted Authorized Leave with Pay in consideration of unusual effort, but not on an hour for hour basis ([see Section G.VI.6.](#)).

II. Pay

II.1. Pay Rates

Employees are assigned to job classifications and are paid within monthly or hourly rate ranges established for those classifications.

Employees may not be paid at a rate above the established range, but may be paid below the range when

- On an approved leave and receiving only part of their normal salary, or
- Appointed as a postdoctoral, or
- A suitable training classification does not exist, and the employee does not meet the minimum qualifications of the classification for the position, or
- In connection with a disciplinary salary reduction in accordance with [Section E.II – Corrective Action](#).

Any exceptions require the approval of DOE.

II.2. Pay for Overtime

II.2.1. Limited-Time (Biweekly-Paid) Employees (Except Firefighters)

Limited-time employees, except for employees in the firefighter job series, are paid at the premium rate of 1-1/2 times their regular rate for time actually worked in excess of 40 hours in their assigned workweek (Standard Laboratory Workweek or Alternate 9/80 Workweek, as defined in [Section L.I.3.1](#) and [L.I.3.3](#)); all hours worked not exceeding 40 hours of actual work in their workweek are paid at the straight time rate. [See also Section L.I.9.1](#) Overtime Hours – Limited-Time Employees (Except Firefighters).

II.2.2. Firefighter Overtime

Firefighters receive overtime pay at the premium rate of one and one-half times the regular rate for all hours worked in excess of the hours scheduled in a calendar week and for all hours worked in excess of the Firefighter Work Period ([see Section L.I.3.2](#)). [See also Section L.I.9.2](#) Overtime Hours – Firefighters.

II.2.3. Approval to Work Overtime Required

Time worked in excess of a limited-time employee's daily or weekly schedule to cover emergencies or to meet job demands must be approved in advance by the cognizant Department Head/Division Leader or alternates designated by them. This authority may not be further delegated.

II.2.4. Special Approval for Excess Overtime

The prior approval of the Associate Director is required for limited-time employees to work overtime for (a) more than four hours in a day or more than sixteen hours in a workweek, and (b) overtime in each workweek ([see Section L.I.3.1](#) and [L.I.3.3](#)) for more than four consecutive weeks. ([See also Section L.I.1.3.4](#) – Extended Workweek.)

II.2.5. Pay for an Extended Workweek Schedule

a. Limited-Time Employees. Limited-time employees are paid for hours worked in excess of 40 in each workweek in accordance with the Laboratory policy on Pay for Overtime (see Section L.II.2.).

b. Unlimited-Time Employees. Unlimited-time employees who have been approved for an extended workweek schedule and who have been qualified to receive extended workweek pay in accordance with [Section L.I.1.3.4](#). Extended Workweek Schedule and [Section L.I.1.3.4](#) Procedure – Approval for Assignment to and Payment for Extended Workweek Schedule – Unlimited-Time Employees, receive a flat rate of 40% of weekly salary for workweeks in which 56 effort hours have been reported.

II.3. Ancillary Pay

II.3.1. Shift Differential Pay

Employees in classifications eligible for a shift and assigned to a swing or owl shift receive extra pay. The shift differential rate is 7.5% of base pay for swing shift and 15% of base pay for owl shift.

II.3.1.1. Shift Differential for Overtime

a. Regular Overtime. Regular overtime hours worked on a swing or owl shift are paid at the applicable shift differential rate only if more than one-half of the total work hours for that day are worked on the swing or owl shift. Overtime hours are paid in accordance with [Section L.II.2](#).

b. Call-Back Overtime. Employees eligible for Call-Back Pay under [Section L.II.3.3](#) receive the shift differential applicable to the shift on which the call-back overtime work is performed.

II.3.1.2. Shift Differential While on Leave with Pay

Employees assigned to a swing or owl shift are paid at the shift differential rate during all leaves with pay (e.g., vacation, jury duty, sick leave, holidays).

II.3.1.3. Shift Differential for Termination Vacation Pay

Employees assigned to a swing or owl shift at the time of termination are paid for unused, accrued vacation credits at the shift differential rate, unless the assignment was temporary and lasted less than ninety days.

II.3.1.4. Shift Differential and Temporary Assignments

Employees who usually work swing or owl shift continue to receive the differential while on temporary assignment to a day shift (for not more than four days), if the temporary assignment is initiated by the Department Head/Division Leader. The differential is not paid if the temporary assignment is initiated by the employee.

II.3.2. Isolation Allowance

An isolation allowance of 25% of base pay per workweek (prorated for partial weeks) is paid to employees only when they are assigned to an isolated test site outside the contiguous 48 states, such as Marshall Island . Isolation allowance is added to normal base pay when calculating overtime pay for limited-time employees. The allowance is not added to base pay when calculating Extended Workweek Pay for unlimited-time employees.

II.3.3. Call-Back Pay

a. Eligibility. Limited-time employees are eligible for Call-Back Pay in the following circumstances:

- When called back in to a Laboratory work site without prior notice.
- When prior notice of the need to return to a Laboratory work site is given but the work is scheduled to begin at least three but not more than 12 hours after completion of the employee's assigned work schedule on the day notice is given. In these circumstances, Call-Back Pay stops when the employee's next assigned work schedule starts.
- When in on-call status ([see Section L.II.3.4.](#)) and called back in to a Laboratory work site after the completion of the employee's assigned work schedule.

b. Work-at-Home Not Eligible. Limited-time employees who are called for work they perform at home or other non-Laboratory site report the time as time worked and are not eligible for Call-Back Pay.

c. "Laboratory Work Site" Defined." "Laboratory work site" includes Laboratory sites such as Site 300 and other sites required by the Laboratory but does not include the employee's home.

d. Call-Back Minimum Period. The call-back minimum period starts when the employee reports for work at the required Laboratory work site and ends three hours later.

e. Amount of Pay. Employees who are called-back will be paid for all hours worked at one and one-half times their straight time rate or for a minimum of three hours at one and one-half times their straight time rate, whichever is greater. If, at the commencement of the call-back period, the employee has more than 40 hours for the workweek that are considered hours worked for overtime purposes, the time actually worked on call-back is paid in accordance with [Section L.II.2.](#) – Pay for Overtime.

f. Shift Differential. The shift differential applicable to the shift on which the call-back work is performed is included in the Call-Back Pay ([see Section L.II.3.1.1.b.](#)).

g. Effect on On-Call Compensation. On-call payments cease when the employee reports for work at the required Laboratory work site and do not resume until the three-hour call-back minimum period or greater number of call-back hours actually worked have elapsed ([see Section L.II.3.4.](#)).

h. Repeat Call-Back. If called back again within the three-hour call-back minimum period, the employee is not eligible for another minimum.

i. Time Reporting. Employees who are called back report actual call back hours worked on site as "Call-Back Overtime." If the employee is called back again within the three-hour call-back minimum period, the employee totals the time actually worked during the two call-backs and reports it as one instance of call-back.

II.3.4. On-Call Compensation ([See Procedure L.II.3.4.](#))

On-call is scheduled time during which an employee is not required to be at the work location but is required to be available by telephone or pager and able to report for work at a Laboratory work site within the time specified by their organization (usually one hour) if called. Employees on a "call-out" list who are not scheduled by management.

To be in on-call status are not covered by this policy. On-call status is a planned management action that can be used by management in both emergency and long-term, continuing operational situations.

a. Limited-time Employees

Limited-time employees assigned to on-call status will be paid 14% of their hourly base rate for each on-call duty hour.

(i) Call-Back in to a Laboratory Work Site

If the employee is called back in to a Laboratory work site from on-call status, the employee receives Call-Back Pay as provided in [Section L.II.3.3](#). On-call payments cease when the employee reports for work at the required Laboratory work site. On-call payments do not resume until the conclusion of call-back time (that is, until after the greater of the three-hour call-back minimum or actual call-back hours worked has elapsed).

(ii) Call for Work Performed At Home or Other Non-Laboratory Site

If employees in on-call status are called for work they perform at home or other site not required by the Laboratory, on-call payments cease during the period actual work is performed and resume once the work is completed. The employee reports the work time as time worked and is paid for all hours actually worked at home at the straight time rate, or, if more than 40 hours have been worked in the workweek, at the overtime rate, in

accordance with [Section L.II.2](#) – Pay for Overtime. Employees in this circumstance are not eligible for Call-Back Pay under [Section L.II.3.3](#).

b. Unlimited-time Employees

Unlimited-time employees shall receive a flat rate specified by the Laboratory for each 24-hour period in which they are assigned to on-call duty provided they are on call for a minimum of fifteen (15) hours [or thirteen (13) hours for eligible employees on a four-day, ten-hour alternate work schedule or fourteen (14) hours for eligible employees on the nine-hour day of a 9/80 schedule] within a 24-hour period during the employees' normal workweek. However, all unlimited-time employees shall receive on-call compensation after a minimum 15 hours of on-call status within a 24-hour period on their normal unscheduled work time.

II.3.4.1. Eligibility

a. Limited-Time Employees

Limited-time employees are eligible for on-call pay consistent with the provisions of this policy.

b. Unlimited-Time Employees

Unlimited-time employees are not eligible for on-call duty pay unless they are on call

- For a period of time sufficient to train limited-time employees in unique skills and/or knowledge essential to the operation or emergency needs;
- When unique and essential skills and/or knowledge possessed by the unlimited-time employee cannot be readily transferred to a limited-time employee;
- When the emergency requires management/supervisory oversight as an integral function of the operational response.

II.4. Fractional Pay

a. Limited-Time Employees

Limited-time employees are paid for hours worked.

b. Unlimited-Time Employees

Unlimited-time employees are paid for fractional months according to the following formula:

$$\frac{\text{number of compensable days in month}}{\text{number of non-weekend days in month}}$$

X monthly salary = pay

II.5. Holiday Pay

[See Section G, Part I, "Holidays," I.2, I.3, and I.4.](#)

II.6. Vacation Pay

[See Section G, Part II, "Vacation," II.5, II.6, and II.8.](#)

II.7. Sick Leave Pay

[See Section G, Part III, "Sick Leave," III.4.](#)

II.8. Pay for Travel Time ([See Procedure L.II.8.b.](#))

a. Unlimited-Time (Monthly Paid) Employees

Unlimited-time employees are not compensated for travel time outside their work schedule.

b. Limited-Time (Hourly Paid) Employees

Limited-time employees on official travel outside their scheduled work hours are paid for the travel time in accordance with [Section L.I.3.1, Pay for Overtime. See Section L.II.8.b. Pay for Travel Time – Limited-Time Employees – Procedure](#), for further details.

II.9. Termination Pay

Upon separation, employees are paid for work done through the last day of work, plus any accrued, unused vacation credits. ([See Section G, Part II, "Vacation," II.8.](#))

II.10. Severance Pay

Career employees, excluding UC faculty, trainees, apprentices, and term appointees, upper management personnel, or senior management group who are eligible for vacation and sick leave credits and who are laid off from employment ([see Section K, Part II, "Layoff"](#)) for an indefinite period due to lack of work or lack of funds, are eligible for severance payments in accordance with the following provisions.

II.10.1. Definitions

The following definitions shall apply for purposes of severance payments:

- **Continuous Service.** Service is continuous if an employee is on pay status each month without a break in service. A break in service occurs when there is a separation from Laboratory employment status. A separation from employment status for the purpose of transferring an employee to *Contract 48* from *Contract 98* is not a break in service.

- a. Periods on an approved leave without pay for military service, illness or injury compensable by workers' compensation, assignment to another research organization at the direction of the Laboratory, or for any period of thirty days or less are counted as periods of continuous service for the purposes of severance pay, as are periods on pay status before and after any other approved leave without pay.
- b. Periods of employment prior to a break in service are not counted as periods of continuous service for purposes of severance payments, nor are periods on pay status as a UC Graduate Student Employee or indeterminate-time employee, except that for an indeterminate-time employee who has attained career status, the period on pay status which qualified the employee for career status and subsequent periods shall be counted.
- c. Continuous service is reestablished when an employee is rehired from preferential rehire status.

- **Equivalent Job.** An equivalent job is any career position with the Laboratory or the University at a beginning salary at least equal to the salary paid the employee in the job from which that employee was laid off, regardless of salary range.

- **One Week's Pay.** One week's pay for limited-time, hourly rated employees is defined as the basic hourly rate (excluding shift differential and overtime) x 40 hours or the specifically approved workweek as shown in Table I of [Appendix A](#) to *Contract 48*. One week's pay for exempt employees is defined as the hourly equivalent of the monthly rate x 40 hours.

II.10.2. Severance Payments

The severance payment will be made in an amount equal to one week's pay for each year of continuous fulltime equivalent service (a fractional year of fulltime equivalent service of six months or more is counted as one year of service) not to exceed a total of twenty-six weeks' pay.

An employee will have the option of selecting a lump-sum payment at time of termination or payment in biweekly installments.

II.10.3. Limitations

- Severance payments will not extend the period of employment beyond the date of termination due to layoff.
- Severance payments made to an employee will not include payment for any period of service for which the employee has previously received such payment.
- Severance payments will not be made to any employee who terminates for any reason other than layoff except that
 - a. An employee who resigns after receiving formal notification of layoff but prior to the effective date of layoff may be provided severance payments with the approval of the Laboratory Associate Director for Administration and Operations.
 - b. An employee who resigns in lieu of another employee who would have been laid off may be provided severance payments with the approval of the Laboratory Associate Director for Administration and Operations.
- Severance payments will not be provided to an employee who transfers to another Laboratory position or University career position nor to an employee who refuses a transfer to an equivalent job with the Laboratory or University.

II.10.4. Reemployment

Should an individual who has received severance payments be rehired at the Laboratory before the expiration of the number of weeks for which the employee has received severance payments, the amount of the balance shall be credited as an advance on earnings.

III. Pay Computations, Paydays, and Paycheck Distribution

III.1. Pay Computations

III.1.1. Monthly Pay Period-Unlimited-Time Employees

Unlimited-time employees (except for indeterminate-time employees) working a fixed percentage of time (part-time or full time) are paid once a month. Pay is computed as follows:

$$\frac{\text{Compensable days in month} \times 8 \times \text{percent of time} \times \text{rate of pay}}{174} = \text{pay}$$

III.1.2. Biweekly Pay Period-Limited- and Indeterminate-Time Employees

Limited- and indeterminate-time employees (both unlimited and limited time) are paid biweekly. Pay is computed as follows:

Hours payable x applicable hourly rate of pay = pay

III.2. Paycheck Deductions

Deductions made from gross pay are shown on paycheck stubs. Generally, deductions include:

- State and Federal withholding tax.
- Retirement system contributions.
- Group insurance plans.
- Contributions to HOME (Helping Others More Effectively).
- Payments to the UC credit unions and employee organizations.

III.3. Paydays and Paychecks

III.3.1. Monthly Paid Employees

Unlimited-time employees are paid by check or electronic deposit on the first of each month for work performed during the previous month. If the first day of a month is a Saturday, Sunday, or holiday, paychecks are issued on the last workday of the prior month except for January 1 paychecks. Shift differential, extended workweek pay, on-call pay, etc., are paid on the next regular pay date by check or electronic deposit.

III.3.2. Biweekly Paid Employees

Employees are paid by check or electronic deposit every other Friday. If Friday is a holiday, employees are paid on the last workday of that workweek. Shift differential, overtime pay, on-call pay, etc., are paid on the next regular pay date by check or electronic deposit.

III.3.3. Special Paychecks

In special cases, paychecks may be issued for work performed prior to the regular payday with the approval of designated Payroll supervisor. Pay will not be advanced on anticipated earnings.

III.3.4. Final Paychecks

Paychecks to employees who separate from Laboratory service will be mailed to the address specified by the employee. The final time card and a Special Time Card Transmittal ([LL-3287, Payroll Time and Effort Distribution Card](#)) are to be sent to the Payroll Office on the last day of work. (See [L.IV.7](#)) Time may be reported via Laboratory Institutional Time Entry System (LITE) providing payroll receives a notification through email to LLNL-payroll@llnl.gov. The employee may, upon request, be given the final paycheck on the last day of work. The time card showing time worked and time expected to work, along with a Special Time Card Transmittal ([LL-3287, Payroll Time and Effort](#)

[Distribution Card](#)) or authorized LITE transmission are to be sent to the Payroll Office by 12 noon on the day before the separation date. The final paycheck is available to the employee in his/her department after 4:00 p.m. on the separation date.

III.3.5. Paycheck Delivery

Employees may have their paycheck mailed to their homes, banks, or L-code.

III.3.6. Electronic Deposit

Employees may have their pay electronically deposited to their financial institution. The deposit will be made by the close of business on payday. Employees may have their advice of deposit mailed to their L-code or to an address of their choice.

IV. Time Reporting

IV.1. Policy

Time reporting serves as a basis for both payroll preparation and distribution of labor costs to Laboratory cost centers.

Accurate effort reporting assures that labor costs are reported in the proper budget and reporting classification, and provides effective means for budgetary and management control.

All work, leave, and holiday time for each employee is to be reported for each time reporting period on payroll and effort distribution cards or by other time reporting procedures, such as automated systems, approved by the Accounting Officer. (See Figs. L-1 through 5 for examples.)

IV.2. Report Periods

IV.2.1. Monthly

Unlimited-time employees on fulltime or part-time work schedules normally report their time monthly on monthly payroll and effort distribution cards. Time worked on each cost account is reported in total. Leave and holiday time is reported for each specified day. Time is reported to the nearest half-day.

IV.2.2. Weekly

Limited-, indeterminate-, and some unlimited-time employees report their time each week on weekly payroll and effort distribution cards, as follows:

- a. Limited-time employees report all work time to the nearest half-hour for each specified day. Leave is reported either to the nearest hour or the nearest half-hour at the option of the department/division.
- b. Indeterminate-time employees report all work time and paid leave time to the nearest half-hour. Eligibility for pay for holiday time is determined by the Payroll Office and is not reported on the time card.
- c. Unlimited-time employees reporting weekly may report work time to the nearest hour for effort distribution purposes. Leave is reported to the nearest hour or half-hour at the option of the department/division.

IV.3. Time Reporting Process

IV.3.1 Electronic Time Collection Systems

The Laboratory Institutional Time Entry (LITE) system was designed for individual employees, data entry clerks, timekeepers, approvers and authorizers to use to report and manage the time reporting process. Time is reported for all employees on a weekly basis. When approved by the Laboratory Finance Department, time may be reported by a system that is an approved feeder into LITE.

IV.3.2. Due Dates

Time is to be submitted and authorized on LITE no later than 3:00 p.m. of the first regular work day following the end of the reporting period, unless otherwise notified by Payroll.

Special time cards are used for reporting errors or additional work time or for employees that are not in the LITE system.

Time cards are sent to the Payroll Office as soon as they are completed.

IV.3.3. Certification of Time Reports

Individual Certification

Each employee normally shall certify the accuracy of time reporting submitted by or for him/her by signing or initialing the payroll and effort distribution card. On occasions when the employee cannot personally certify the card because of absence, the individual preparing the card is required to sign or initial the card. In addition, the payroll and effort approval listing must be signed by an authorized individual to certify that he/she has reviewed all the cards and believes them to be correct. Authorized individuals are listed in the "Payroll Accounts" Section of the *Account Authorization Book*.

Group Certification

Department heads/division leaders who prefer to do so may use group certification instead of individual employee certification for monthly reporting employees in their group. Under group certification, approval of the payroll and effort listing by an authorized person will suffice and time cards need not be individually signed. This is an exception method, and written notification to use it must be sent to the Payroll Office by the department head/division leader for record purposes. Group certification may not be delegated to non-supervisory personnel.

IV.3.3.1. Paper Time Cards

The employee, designated timekeeper, or supervisor should complete a Payroll and Effort Distribution Card as applicable. The employee should initial or sign the card in ink certifying its accuracy. The card should be reviewed and approved by the person with the *Approver* role in LITE. An authorized individual with payroll timecard signature responsibility in the Account Management System (*Authorizer* role in LITE) should certify the accuracy by signing the Special Time Card Transmittal ([form LL-3287, Payroll Time and Effort Distribution Card](#)) before submitting it to the Payroll Office.

IV.3.3.2. Electronic Time Collection Systems

a. Group Reporting

Departments are responsible for having each employee initial or sign a supporting timesheet or time card to certify the accuracy and completeness for his/her time record, including attendance and cost accounts. For matrixed employees, the organization designated by the employee's payroll account has the responsibility to ensure the time recorded is reviewed and initialed or signed by the employee. The first-line supervisor or a designee (*Approver* role in the LITE system) should review and certify reported time and attendance and cost accounts. A designated person should reconcile the employee records to the detailed input and sign it.

Time card signature responsibility in the Account Management System (*Authorizer* role in the LITE system) must certify the accuracy of reported time and electronically authorize it for submission to the Payroll Office.

b. Individual Reporting

Each employee is responsible for entering his/her time and attendance and cost accounts accurately. The first-line supervisor or a designee (*Approver* role in the LITE system) should review and certify reported time and attendance and cost accounts. An authorized individual with Payroll in the Account Management System (*Authorizer* role in the LITE system) must certify the accuracy of reported time and electronically authorize before submitting the Payroll Office.

IV.4. Schedule Changes

An employee's schedule of days off, workdays, and hours per day within the specified time schedule may be changed by his/her supervisor to meet job requirements.

IV.5. Clock Changes

When clocks are changed to and from Daylight Savings Time each year, time reporting shall be factual. In the spring when the time change results in a seven-hour owl shift, limited-time employees may be scheduled for an extra hour of work or charged an hour of vacation to make an eight-hour shift. In the fall when the time change results in a nine-hour owl shift, the additional hour, when worked, shall be reported as overtime.

IV.6. Special Reporting

IV.6.1. Nevada Test Site

Employees temporarily assigned to the Nevada Test Site have their regular time reported by their home department/division. Leave taken, overtime, and swing and owl-shift work are reported by the Nevada Test Site Field to the home department/division.

IV.6.2. Temporary Remote Sites

Time reporting procedures may vary when employees are assigned to a temporary remote work site. Special instructions for time reporting are provided by the Finance Department.

IV.6.3. Court Leave Time Reporting

a. Limited-Time Employees

When court leave occurs on a regular work day, record actual time on court duty for the appropriate shift in the day box as "Court Leave." Total regular hours per week should not exceed forty. When court leave occurs on a scheduled day off or holiday, record actual time on court leave for the shift where the majority of time in the week is worked in the day box as "Court Leave." Include court leave in total of regular hours. Change total regular hours per week to forty-eight or fifty-six.

b. Unlimited-Time Employees

When court leave occurs on a regular workday, record actual time on court leave for the appropriate shift in the calendar day box as "Court Leave." Total the court leave for the week and record in the total line. Total working days should remain unchanged. When court leave occurs on a scheduled day off or holiday, record only time worked for the week.

I.1.3.4.1. Procedure - Approval for Assignment to and Payment for Extended Workweek Schedule - Unlimited Time Employees

Requests for Assignment

Requests for unlimited-time employees to be assigned to an extended workweek schedule should be addressed to the Associate Director, Administration & Human Resources (AD-AHRD) and include the following information:

- a. A description of the programmatic or other need that requires employees to work an extended workweek.
- b. The names and job classifications of the employees to be assigned to an extended workweek.
- c. The beginning and ending dates of the extended workweek period.
- d. The number of hours scheduled for each week in the extended workweek period.
- e. Assurance that use of the extended workweek is the only feasible way to accomplish objectives pursuant to DOE contractual commitments.
- f. Assurance that the costs associated with the extended workweek are justifiable in relation to the overall costs of the project.
- g. Assurance that precautions will be taken to minimize safety risks due to an employee's fatigue.

Requests should be submitted as soon as possible once the need for an extended workweek is determined.

Approval of Requests

Requests for extended workweeks must be reviewed and approved by:

- a. The Associate Director of the program in which or for which work is being done.
- b. The Associate Director of an organization providing programmatic support if the request includes employees from support organizations.
- c. The Associate Director of Administration & Human Resources.

A copy of approved requests will be sent to the Payroll Office by the Associate Director of Administration & Human Resources.

Payment for Extended Workweek Schedule

An unlimited-time employee approved by the AD-AHRD for an Extended Workweek Schedule does not qualify for extended workweek pay (see Section L.II.2.5.b.) unless and until the cognizant Department Head/Division Leader (DH/DL) verifies and provides documentation to Payroll demonstrating that the employee has been approved for the schedule by the AD-AHRD and that the employee has had at least 56 effort hours per

week for a minimum of five (5) consecutive workweeks within the approved schedule period. After initially qualifying for extended workweek pay in this manner, the employee will thereafter receive such pay only in those workweeks within the approved schedule period in which the employee reports a minimum of 56 effort hours and in which the report is approved in accordance with applicable Payroll/LITE procedures. If a Laboratory holiday falls within an extended workweek the holiday hours will apply toward the 56 effort hours.

II.3.4. On-Call–Procedure

Requests

Department Heads/Division Leaders may request that employees be placed in on-call status. Requests are to be addressed to the Associate Director of the requesting department and to the Associate Director, Administration & Human Resources. Requests will be processed only when they contain all of the following items:

- a. A description of the critical operational or emergency need for on-call status.
- b. A position description for the employee(s) for whom on-call status is being requested as well as the incumbent's name, employee number, and job classification. For unlimited-time employee(s), include a description of the employee's unique skills/knowledges that are essential for performance for the on-call duty.
- c. The estimated number of days/hours of on-call status per week.
- d. The process to be used to assure that the requirement to be on-call will be rotated among qualified employees.
- e. The estimated time period that employees will need to remain in on-call status (i.e., to meet an short term operational need, to meet a continuing emergency need, or to train a limited-time employee).
- f. Assurance that the employees to be placed in on-call status can report to the Laboratory work site within the time specified by their organization (usually one hour) (or as appropriate for Nevada Test Site employees).
- g. Assurance that the cost of on-call status is less than the cost of having employees work scheduled shifts onsite.

Approval

The request for on-call status shall be reviewed by the Associate Director of the requesting department for reasonableness and completeness of the request. Once the request is approved at the Directorate level, it will be forwarded to the Associate Director, Administration & Human Resources who will review it for compliance with established policy. The Associate Director, Administration & Human Resources will

approve or deny the request, notify the requesting Directorate of the decision, and forward a copy of all approved requests to the Payroll Office.

Process

The division/department will notify the Payroll Office when employees are selected from the list of employees assigned to on-call status. All on-call hours will be shown on each limited-time employee's timecard and by occurrence on each unlimited time employee's weekly time report.

II.8.b. Pay for Travel Time–Limited Time Employees–Procedure

(1) Reporting Travel Time as Hours Worked for Pay Purposes

When limited-time employees are on official travel for the Laboratory, including overnight and one-day travel and travel for training or conferences, the following are to be considered and reported as hours worked for pay purposes:

a. Travel on Regular Work Days

All time the employee spends in actual travel on his/her regular work days to or from the employee's point of departure (the employee's residence or a Laboratory work site) and the official business destination (place of lodging if travel starts the day before the Laboratory business is to be conducted, or place of business if Laboratory business starts on the same day as the travel), less the employee's normal meal period. Such time is reported whether it occurs within or outside of the employee's normally scheduled hours. The employee's home to work commute time is not deducted if the employee travels directly between the official business destination and his/her residence.

b. Travel on Normal Days Off and Holidays

Time the employee spends in actual travel on his/her normal days off, including Saturdays, Sundays, and holidays on which the employee is not normally scheduled to work, is counted in the same manner as travel on regular work days ([see Section L.II.8.b\(1\)\(a\)](#)).

c. Time Spent Standing-by, on Layover, or Delayed

Actual time the employee is required to spend standing by at the facilities of a commercial carrier prior to departure

for check-in procedures or due to layovers, carrier delays caused by weather or equipment problems, or other events beyond the employee's control.

(2) Verification of Reported Travel Hours

All travel time reported by the employee as hours worked is subject to verification by the Laboratory.

(3) Pay for Travel Time

Limited-time employees are paid for hours considered hours while on official travel in accordance with [Section L.II.2](#). Pay for Overtime. Under that section, straight time is paid for all hours worked up to 40 in the same workweek. The Laboratory workweek for pay purposes is either a calendar week that runs from 12:01 AM Sunday to midnight the following Saturday (see [Section L.I.1.3.1](#).) or, for Limited-time employees on 9/80 schedules, from midday Friday to midday Friday ([see Section L.I.1.3.3](#).). One and one-half times the regular rate is paid only when more than 40 hours considered hours worked for pay purposes are worked in the same work week ([see Section L.II.2](#).).

(4) Use of Personal Vehicle

When a limited-time employee elects to drive a personal vehicle for official travel rather than use the commercial carrier offered by the Laboratory, hours worked for pay purposes are the lesser of the employee's actual time in transit or the time in transit the employee would have incurred in traveling by the offered carrier.

IV.7. Special Time Card Transmittal (LL-3287)

A graphic of the Special Time Card Transmittal (LL3287, Payroll Time and Effort Distribution Card) is available at the following web site:

http://www-r.llnl.gov/eforms/pdf_forms/LL3287.pdf

This form is required in all cases for reporting with paper time cards.

For complete policies and procedures, refer to the Financial Policies and Procedures Manual, which is available at the following web site:

<http://www-finance.llnl.gov/finance/policies.htm>

For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)



and [LLNL Disclaimers](#)
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